



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 6700.1J
RM

19 APR 2001

NAVENVIRHLTHCEN INSTRUCTION 6700.1J

Subj: PROPERTY CONTROL AND ACCOUNTABILITY

Ref: (a) NAVSUP Manual, Volume II, Chapter 5, Section VI
(b) NAVCOMPTMAN Volume III, Chapter 6
(c) NAVMED P-5132, 3rd Edition
(d) DRMO Manual DOD 4160.10

Encl: (1) NEHC 6700/5 Property Change of Location Sheet
(2) DD Form 200 Financial Liability Investigation of Property Loss
(3) NEHC 6700/4 (Rev 8/91) Loan Agreement
(4) NEHC 6700/2 (02/01) Property Pass Request

1. Purpose. To establish policies, procedures and responsibilities for accountability and control of Navy Environmental Health Center (NAVENVIRHLTHCEN) equipment and physical property per references (a) through (d).

2. Cancellation. NAVENVIRHLTHCENINST 6700.1H

3. Scope. This instruction applies to NAVENVIRHLTHCEN. Field activities will ensure property control and accountability procedures are established and maintained.

4. Definitions

a. Investment Equipment. Includes all Navy-owned real property procured with Other Procurement (OP) funds. The OP threshold at the date of this instruction is \$100,000.

b. Plant Property. Includes all Navy-owned real property, for which accountability (but not ownership) is the responsibility of the Navy and Navy-owned personal property of a capital nature located in activities comprising the Naval Shore Establishment with an actual initial acquisition cost of \$100,000 or more. Within the Department of the Navy, the criteria applies to Class 3 (equipment) and Class 4 (industrial plant equipment) assets.

c. Minor Property. Personal property acquired for immediate use to include all office equipment costing a minimum of \$300 to less than \$100,000. All highly pilferable ADP equipment will be classified as minor property including copyright protected software regardless of cost.

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5. Action

a. The Equipment Manager within Resource Management is responsible for:

(1) Receiving government property - (plant property, minor property, and ADP equipment). The Equipment Manager will properly identify, accept, and assign NAVENVIRHLTHCEN property numbers, complete DOD Plant Property Record cards (DD Form 1342), and add equipment items to the computer inventory.

(2) Delivering and obtaining a receipt signature from the directorate representative receiving the equipment. All ADP equipment including software will be delivered to the MID Department for installation once bar coded.

(3) Preparing, maintaining, and updating a consolidated listing of all equipment issued to each Director by subcustodian.

(4) Identifying idle equipment and maintaining an available excess equipment listing.

(5) Disposing of all excess NAVENVIRHLTHCEN equipment in accordance with references (c) and (d).

(6) Coordinating the Triennial Command property inventory and documenting the results in letter format with surveys attached as enclosures.

b. The Management Information Department (MID) is responsible for:

(1) Receiving Software/License - properly identifies, accepts, assigns NAVENVIRHLTHCEN property numbers and completes required documentation for all software/license received at the NAVENVIRHLTHCEN.

(2) Entering, editing and deleting software information in the Defense Property Accountability System (DPAS), database program.

(3) Acquiring, receiving, registering, installing, and maintaining hardware/software systems/accountability records ensuring copyright protection.

(4) Evaluating Automated Data Processing (ADP) equipment turn-ins for possible redistribution, temporary storage, or survey. Initials enclosure (1) for all ADP equipment. Signs for receiving director for items to be redistributed. Provides condition codes for ADP items to be surveyed. Reformats hard drive or otherwise disables file access on all ADP equipment being surveyed.

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(5) Installing ADP equipment and providing a completed enclosure (1) for all installed equipment to the Equipment Manager. When replacing currently installed ADP equipment with new ADP equipment, the ADP equipment being replaced will be picked up by the MID Department as excess equipment. If the directorate has a need to retain the equipment being replaced, arrangements must be made with the MID Department in advance of the equipment installation.

c. The Director (Custodial Officer) shall:

(1) Order, receive, sign for, and monitor the use of all government property in his or her directorate.

(2) Ensure the Equipment Manager is notified immediately of all unrequired/idle excess property. Unrequired/idle excess property must be removed from facility after a 30 day waiting period.

(3) Ensure the MID Equipment Coordinator is immediately notified of all unrequired/idle excess ADP property. Unrequired/idle excess ADP property must be removed from facility after a 30 waiting day period.

(4) Ensure permanent changes of location of minor plant property is reported to the Equipment Manager using a NAVENVIRHLTHCEN Property Change of location Sheet (NEHC Form 6700/6, enclosure (1)).

(5) Maintain an accurate subcustody listing, obtainable from the Equipment Manager for all NAVENVIRHLTHCEN minor and plant property retained by subcustodians in their directorate.

(6) Validate and sign the annual consolidated listing for equipment assigned to his or her directorate. Conduct a thorough investigation and record all facts and circumstances using the Financial Liability Investigation of Property Loss (DD Form 200) that was initiated by the subcustodian for any missing property assigned to his or her directorate. All completed DD Form 200's will then be forwarded to the Financial Liability Officer via the Equipment Manager.

(7) Request a consolidated directorate equipment listing from the Equipment Manager prior to departing from the position of director. Both the outgoing and incoming directors will validate this listing together (if possible). Enclosure (1) will be completed, signed by both the releasing and receiving directors for items discovered to be transferred out of the directorate. The outgoing director will conduct a thorough investigation, recording all facts and circumstances completing enclosure (2), for any missing property assigned to his or her directorate. The consolidated equipment listing, signed by the new director accepting custodial responsibility with enclosures (1) and (2), will be returned to the Equipment Manager by the outgoing director 5 working days prior to departing from the director position. When the

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Equipment Manager does not receive the above required information, he or she must notify the Commanding Officer/Executive Officer of the violation of this instruction.

(8) When NAVENVIRHLTHCEN equipment is requested for temporary use by another Department of Defense command and it is available for loan, complete NAVENVIRHLTHCEN Loan Agreement Form (NEHC Form 6700/4 (enclosure (3))) and route it to the Comptroller for authorization. This agreement will be retained by the Equipment Manager until the loaned item is returned.

(9) Ensure government-owned property is used to perform the command's mission.

(10) Not accept or arrange transfer of equipment without first providing written justification and obtaining prior permission from the Comptroller.

(11) Validate the Triennial Command property inventory and conduct a thorough investigation, recording all facts and circumstances using a DD Form 200, enclosure (2), for any missing property assigned to his or her directorate. All completed DD Form 200s will then be forwarded to the Survey Officer via the Equipment Manager.

d. Directorate Equipment Coordinator shall:

(1) Ensure own directorate Plant and Minor property inventory listing is kept up to date.

(2) Verify, sign, complete and route NAVENVIRHLTHCEN property change of location forms.

(3) Notify the Equipment Manager of all excess equipment for turn in by providing the equipment description, bar-code number, location, and the date the item will be available for removal. Assist the subcustodian in completing the change of location form, enclosure (1), and attaching it to the item awaiting removal.

(4) Notify the MID equipment coordinator of all excess ADP equipment and provide the description, bar-code number, location and the date the item will be available for removal. Assist the subcustodian in completing the change of location form, enclosure (1), and attaching it to the item awaiting removal. If MID personnel evaluate the item as excess to the command, he or she will annotate a condition code and sign as releasing equipment coordinator. The directorate equipment coordinator will forward the original excess notification to the Equipment Manager for further processing.

(5) Ensure property change of location forms are completed and turned in to the Resource Management Equipment Manager when any plant or minor property is permanently relocated to another location or when a change of subcustodian takes place.

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(6) Assist your director and the Resource Management Equipment Manager in completing the Annual Consolidated Equipment Verification and the Triennial Inventory.

e. Subcustodians shall:

(1) Protect/monitor the location of assigned plant/minor property and ensure equipment is properly secured and not subject to theft and must not permit it to deteriorate because of poor maintenance or damage from improper use or negligence.

(2) Report any subcustody or location change of any assigned plant/minor property to the directorate equipment coordinator using a property location change form.

(3) Verify and initial all assigned plant/minor property.

(4) Report any missing plant/minor property to the Equipment Manager and Director using enclosure (2), a financial liability investigation of property loss (DD Form 200).

6. Missing/Lost NAVENVIRHLTHCEN Equipment. When a piece of equipment is determined to be missing, the Director for Resource Management, via the Physical Security Officer, will be notified in writing by the Director responsible for the equipment, using a Financial Liability Investigation of Property Loss (DD Form 200). The equipment will remain the responsibility of the directorate assigned the equipment until the report is received by the Director for Resource Management, and liability determination has been made by the Board of Survey. Reports are to be made as soon as possible after loss is discovered.

7. Survey of Equipment. All damaged or obsolete NAVENVIRHLTHCEN equipment will be surveyed in accordance with reference (a). Surveys will be initiated by the director/subcustodian having custody of the equipment through the Equipment Manager using enclosure (1). All turn in ADP items must be screened by MID prior to turn over to the Equipment Manager.

8. Excess Equipment. All equipment with a minimum value of \$100 and meeting the criteria for a supply condition code A, B, or F and a minimum disposal condition code 1, 2, 4, 5, or 7 declared excess by the NAVENVIRHLTHCEN or its field activities will first be offered to NAVENVIRHLTHCEN and/or its field activities. Excess equipment desired by these activities will be transferred to the activity's Equipment Manager using a DD Form 1149. Excess equipment not desired by the field activities will be processed in accordance with references (c) and (d).

9. NAVENVIRHLTHCEN staff members are permitted to take government owned equipment out of the building when the employee will be using a computer or equipment for official business at an alternate location. A property pass is not necessary when equipment is cited on travel orders. A property pass NAVSUP 155 may be issued on a quarterly basis. A property pass must be obtained from the Equipment Manager via the Director. To obtain a property

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pass, submit enclosure (4) via the chain of command to the Director for Resource Management. Property passes must be renewed each quarter.

10. NAENVIRHLTHCEN staff having reasonable justification, and a completed enclosure (3), may take government equipment with them as a loan for a maximum of 60 days when they transfer from the command to a new activity. Permanent transfers of equipment with the transferring staff member are not authorized.



D. M. SACK

Distribution: (NAENVIRHLTHCENINST 5215.2P)

List V (All NAENVIRHLTHCEN Personnel)

- VI (NAENPVNTMEDU)
- VII (NAVDISVECTECOLCONCEN)
- VIII (NAENVIRHLTHCEN DET)
- IX (NAVDRUGLAB)

DATE: _____

[illegible]

Signature of Director or Equipment Coordinator Receiving Property: _____

Enclosure (1)

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FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.

ROUTINE USE(S): None.

PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYYYMMDD)	
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION		6. QUANTITY	7. UNIT COST	8. TOTAL COST 0.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)			<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		b. TYPED NAME (Last, First, Middle Initial)		c. DSN NUMBER	
		d. SIGNATURE		e. DATE SIGNED	
12. (X one) <input type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER	
		f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	

15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)			
b. DOLLAR AMOUNT OF LOSS		c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		f. TYPED NAME (Last, First, Middle Initial)	g. DSN NUMBER
		h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYYYMMDD)	i. DATE APPOINTED (YYYYMMDD)
		j. SIGNATURE	k. DATE SIGNED
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)			
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> Do not intend to make such a statement.			
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)	e. SOCIAL SECURITY NUMBER
		g. SIGNATURE	h. DATE SIGNED
f. DSN NUMBER			
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		c. TYPED NAME (Last, First, Middle Initial)	d. DSN NUMBER
		e. SIGNATURE	f. DATE SIGNED

LOAN AGREEMENT

1. This is an agreement of loan between Navy Environmental Health Center, Norfolk, VA, and _____ on _____ as authorized by _____.
- Date Director of Resources
2. The authority comes from NAVCOMPT Manual, Vol III and VIII.
3. The purpose of this loan is: _____
4. The time period for this loan is: _____ to _____.
- Not to exceed 90 days
5. The property to be loaned is: _____
- | Description | | |
|-------------------|----------------|------------|
| Manufacturer | Model | Serial No. |
| NEHC Property No. | Condition Code | Value |
6. This loan is permitted by: _____
- Custodial Officer
7. I, the undersigned, understand the title and ownership of the property described will remain with the Department of the Navy, Navy Environmental Health Center, Norfolk, VA.
8. I, the undersigned, do accept the obligation to protect all proprietary, patent and industrial rights relating to the property, the information furnished with the property and the information derived from it.
9. I, the undersigned, will assume all liabilities, responsibilities and cost incurred incident to the loan of property, such as removal of the material from storage, crating, handling, packing, transportation, activation, conversion, operation, repair, return and replacement of material.
10. I, the undersigned, assume all risk of loss or damage and will return the property in same condition as when loaned, reasonable wear and tear excepted. The expense of placing it in such condition will be my responsibility.

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11. I understand that in case of emergency or when it is determined to be in the best interests of the government, Navy Environmental Health Center, Norfolk, reserves the right to revoke all or part of this agreement.

12. I will indemnify the government from all third party liability arising in connection with the property and for its use during the period of the loan.

Last Name,	First,	M.I.	SSN	Date
Organization				
Address			Telephone No.	
Signature			Date	

Complete only after item has been returned

13. The above item has been returned to the Navy Environmental Health Center on _____.
Date

Received by: _____
Last Name, First, M.I. SSN

Signature

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PROPERTY PASS REQUEST

Date: _____

Request a Property Pass be issued for: _____
(Print Name)

Equipment Description: _____

Barcode: _____

Serial Number: _____

Model Number: _____

Dates Equipment Required: _____
(Enter appropriate quarter, i.e. Oct-Dec 99)

(Director)